



JOINT READINESS TRAINING CENTER AND FORT POLK CIVILIAN PERSONNEL ADVISORY CENTER FORT POLK, LOUISIANA 71459-5341



*"ARMY CIVILIAN PERSONNEL PROFESSIONALS--
HELPING LEADERS MEET THE MISSION"*

CPAC INFORMATION BULLETIN
NUMBER 42

NOVEMBER 2001

VETERANS DAY MESSAGE



This Veterans Day is an especially solemn occasion as we pay tribute to not only those who served, who fought, and who died for this great nation in wars past, but also to the new veterans of the Ongoing war against terrorism.

Soldiers, sailors, airmen, marines, and coastguardsmen from both the active and reserve components all have a vital role defending the homeland as well as rooting out terrorists at home and abroad. This first war of the 21st century is unlike any of the wars fought in the 20th century. But our goals in this conflict are consistent with what we have fought for throughout our history. We seek to defend America against all forms of threat and tyranny. And we will win -- decisively -- so that future generations may enjoy peace and prosperity without the fear of terrorist attacks on American soil.

As we pursue victory, it is fitting to pause and reflect on the great sacrifices made by our predecessors. Today marks the 80th anniversary



of the first interment of one of our fallen comrades, "an American soldier known but to god," in the tomb of the unknowns at Arlington national cemetery. It remains our duty to ensure that his sacrifice and the sacrifice of all Americans who have offered up their lives in the cause of freedom and liberty, to include those who perished on September 11, 2001, were not given in vain.

The joint chiefs of staff and I join our countrymen in paying homage to you, our veterans, for all that you have done and continue to do in the service of your country. You and those who came before you vanquished determined foes, liberated oppressed peoples, and secured our cherished freedoms. You have made a positive difference for America and the rest of the world. Our young men and women who serve today continue to build upon that just and honorable tradition.

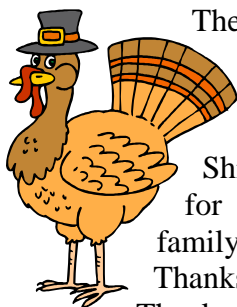
Signed Richard B. Myers, Chairman of the Joint Chiefs of Staff

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THANKSGIVING DAY MESSAGE



The following is a joint message from the Honorable Thomas E. White, Secretary of the Army, and General Eric K. Shinseki, Army Chief of Staff; for all army activities and army family members:

Thanksgiving Day 2001--each year, Thanksgiving affords soldiers an important opportunity to pause and enjoy a day of rest, relaxation, and fellowship with family and friends. This year, those treasured moments are even more meaningful--more important--as we also remember our fallen comrades and bind the wounds of the September 11th acts of war our nation endured. The sacrifices made by so many Americans during those attacks lead us to appreciate and hold even more dearly the benefits of living and working in a free society--benefits afforded all Americans because of our loyal, courageous, and dedicated Army. So on this special day, we offer our appreciation to you, the soldiers and civilians of the army, who serve our nation with a level of devotion and selfless service unequalled in any other profession. You walk point for our nation 24 hours a day, uphold freedom's torch as you willingly step forward to defend the American people from all enemies, and animate the values and principles we hold so dear.

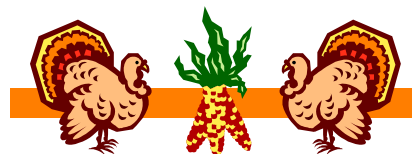
Thanksgiving is also a time for families to join for celebration and reunions throughout our country. Families have long provided strength and values to our soldiers, our army, and our nation. It is only right that we acknowledge our appreciation for them, so this year we celebrate military family week from November 18-25th.

During this week, we recognize the vital contributions of army family members. We know we do not soldier alone. For just as soldiers sacrifice and dedicate themselves to honorable service, their



families also sacrifice and make invaluable contributions to the well-being of our army and nation. Our thoughts and prayers are also with soldiers away from the comforts and joys of home and family, over 150,000 deployed and forward stationed in more than 120 countries. We give you our thanks, and a grateful nation thanks you as well.

We are proud of the army family! And so to all of you, the dedicated men and women of the U.S. Army--uniformed and civilian--we offer special thanks for the difficult and dangerous work that you are doing for the citizens of our great nation. We wish all of you and your loved ones a safe and Happy Thanksgiving holiday.



LESSONS LEARNED FROM SEPTEMBER 11, 2001 TRAGEDY

In the aftermath of the September 11, 2001, terrorist incident, I want to share with you three lessons learned on taking care of Department of the Army civilians. I also want to highlight actions that you can take to anticipate and minimize these consequences in the future.

Our capability to promptly notify civilian employee emergency contacts was severely hampered by outdated or nonexistent data. Therefore, my office is developing a web-based emergency contact data bank to incorporate emergency notification information necessary to better serve our employees, their families and the Casualty Assistance Centers in the event of a crisis situation. All U.S. employees will be asked to complete their emergency contact information on-line, and review and update it at least annually.

Until the web-based system is developed, supervisors, if they have not done so already, need to ask their employees to provide emergency points of contact for use in case the employee is harmed or confronts some other

crisis at work. The information requested should include the name of a primary emergency contact, an alternate, their relationship to the employee, their address, and home, work, cell or other alternate phone numbers. This is personal information and must be safeguarded consistent with the Privacy Act and Army regulations. As a practical tip for employees, if the primary emergency contact listed is not an immediate relative, it is important for employees to inform emergency contacts in advance about how to locate next of kin and/or dependents.



Employee accountability is paramount. Accounting for all employees throughout Army took too long. Managers and supervisors must be able to verify the whereabouts of their employees, keep them informed in the event of an emergency, and recall employees to work as appropriate.

Local procedures must be put in place to ensure that employees know how to reach their supervisors, someone else in their chain of command, or their operations center, and that they do so promptly in the event of an emergency. Supervisors must maintain a roster of their employees to include home phone numbers or other effective means of contacting employees. Personal information must be protected and not shared with others without a need to know unless each employee on the list requests or consents to such distribution. Employees can be required to provide this information so long as it's collected for official use.

It is critical that employees keep Designation of Beneficiary forms current when their personal circumstances change. Managers should stress to all their civilian employees the importance of keeping their Designation of Beneficiary forms up to date. All beneficiary forms for retirement (CSRS & FERS lump sum payments), life insurance, and unpaid compensation can be

accessed electronically at the Office of Personnel Management's website at <http://www.opm.gov/forms>, and at <http://www.tsp.gov> for Thrift Savings. Each form includes detailed instructions for its completion.

Beneficiary forms must be signed, dated and witnessed by two individuals who are not designated beneficiaries. As a reminder, if an employee does not have a Designation of Beneficiary on file, payment will be made in accordance with the legal "Order of Precedence." The applicable Order of Precedence is listed on each Designation of Beneficiary form. A list of the Designation of Beneficiary forms and the methods for processing them are as follows:



Form #	Name of Form	Dissemination of Forms
SF 2808	CSRS- Designation of Beneficiary	Send original and copy to the OPM. Copy will be returned to employee after certification
SF 3102	FERS- Designation of Beneficiary	Send original and copy to servicing CPOC. Copy will be returned to employee after certification
SF 2823	Designation of Beneficiary - Federal Employees' Group Life Insurance Program	Send original and copy to servicing CPOC. Copy will be returned to employee after certification
SF 1152	Designation of Beneficiary - Unpaid Compensation of Deceased Civilian Employee	Send original and copy to CPOC. Copy will be returned to the employee after certification
TSP-3	TSP - Designation of Beneficiary	Employees should make a copy for their own records and send the original to the TSP Service Office

NAF employees should contact their servicing NAF personnel office to ensure all beneficiary

forms for retirement, 401(k) savings plan, life insurance and unpaid compensation are completed and witnessed as appropriate.

It is imperative that leadership at all levels within your organization act upon this information. Should any new crisis occur, we will have the capability to quickly account for all our employees' whereabouts and pass on instructions, reach their designated emergency contact and, if necessary, process their civilian benefits according to their current wishes. Your efforts now will greatly assist the Department of the Army in accomplishing these goals.

Where any changes impact on bargaining unit members' conditions of employment, you are reminded to meet all statutory and contractual labor obligations in their implementation.

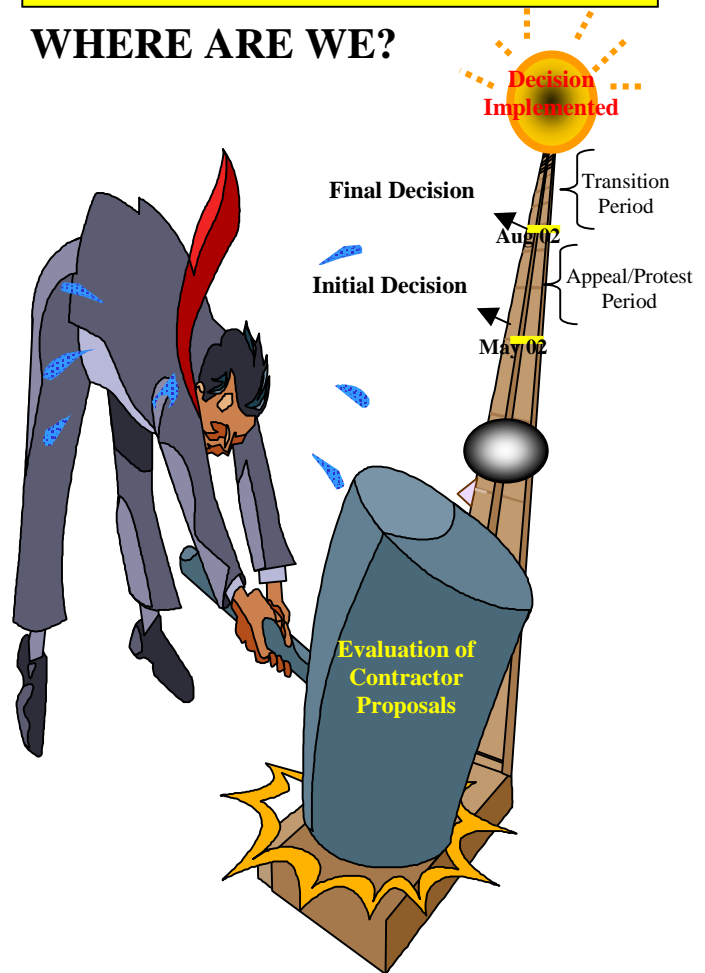
Message from:
David L. Snyder
Deputy Assistant Secretary
(Civilian Personnel Policy)



Happy Thanksgiving

COMMERCIAL ACTIVITIES

WHERE ARE WE?



The evaluation of proposals is still on going.

Our CPOC partners are nearing the completion of their work on the MOCK RIF. We anticipate the results around the middle of the month. Upon receipt of the results, we will commence the preparation of the RIF and VERA package and synchronize it with the Civilian Execution Plan.

The major events time line is as follows:

Nov 01	<ul style="list-style-type: none"> Complete MOCK RIF Prepare RIF Package & VERA Request & Synchronize Civilian Execution Plan
May 02	<ul style="list-style-type: none"> Freeze Personnel Actions & Identify Exceptions Review RIF Ground Rules
Jun 02	<ul style="list-style-type: none"> Conduct PPP Briefings

Jul 02	<ul style="list-style-type: none"> • VERA/VSIP Open Window
Aug 02	<ul style="list-style-type: none"> • Notify Workforce of VERA/VSIP Approvals
Sept 02	<ul style="list-style-type: none"> • Publish General RIF Notice • Identify Abolished Positions • Appraisal Cutoff Date • OPF Update Cutoff Date • Records Review Cutoff Date • Commence Conduct of RIF • Issue Discontinued Service Retirement Letters
Nov 02	<ul style="list-style-type: none"> • Brief Command/Unions on RIF Results
Dec 02	<ul style="list-style-type: none"> • Coordinate Right of First Refusal Issues • Issue RIF Notice • Issue Early Termination Notice • Outplacement Assistance
Mar 03	<ul style="list-style-type: none"> • RIF Effective Date

FEDERAL EMPLOYEE HEALTH BENEFITS

CONVERSION BETWEEN FEHB AND TRICARE OR MEDICARE/MEDICAID AND CERTAIN STATE SPONSORED HEALTH PLANS

The Office of Personnel Management has issued an interim rule to allow TRICARE-eligible FEHB Program annuitants and former spouses to suspend their FEHB enrollments, and then return to the FEHB Program during the Open Season, or return to FEHB coverage immediately if they involuntarily lose TRICARE coverage. The intent of this rule is to allow TRICARE-eligible beneficiaries to avoid the expense of continuing to pay FEHB Program premiums while they are using TRICARE coverage, without endangering their ability to return to the FEHB Program in the future.

Effective October 1, 2001, the National Defense Authorization Act for 2001 reinstated TRICARE coverage for Medicare-eligible uniformed services retirees, their survivors and eligible dependents. TRICARE coverage is advantageous to many Medicare-eligible

military system beneficiaries who now are covered under the FEHB Program as Federal civilian retirees, family members, or former spouses.

Under previous FEHB regulations, an annuitant or former spouse who canceled his or her FEHB coverage to use TRICARE coverage would not be allowed to return to FEHB coverage. Therefore, OPM has issued these interim regulations, with a request for comments, to allow these FEHB participants to **suspend, rather than cancel**, their FEHB coverage when they begin TRICARE coverage. Under this rule, they are allowed to return to FEHB coverage immediately if they involuntarily lose TRICARE coverage or, if not, during the next annual FEHB Open Season.

Regulations have also been amended to clarify a similar situation involving FEHB-covered annuitants and former spouses. The regulations allow an individual who drops FEHB coverage when he or she enrolls in a Medicare-sponsored plan, or in Medicaid or a similar State-sponsored program of medical assistance for the needy, to return to FEHB coverage during the annual Open Season or immediately upon being involuntarily disenrolled from the non-FEHB coverage.



FREQUENTLY ASKED QUESTIONS ABOUT THE OPM RESPONSE TO TRICARE AND TRICARE-FOR-LIFE

Q. What is the Department of Defense's TRICARE-For-Life?

A. The National Defense Authorization Act for 2001 (Act) extended TRICARE pharmacy coverage to uniformed services Medicare eligible retirees, spouses, and survivors on April 1, 2001. Now uniformed services beneficiaries can get comprehensive prescription drug coverage through TRICARE's retail, mail order, or military treatment facility

pharmacies. The Act also reinstated eligibility for TRICARE medical benefits for these beneficiaries on October 1, 2001. Beneficiaries with Medicare Parts A and B are now eligible to use TRICARE coverage for physician, hospital, surgical, and pharmaceutical services.

Q. What is OPM doing to help retirees and former spouses who are eligible for both FEHB and TRICARE or TRICARE-For-Life benefits?

A. We have published a regulation that allows current FEHB annuitants and former spouses who are eligible for TRICARE or the new TRICARE-For-Life benefits to suspend their FEHB coverage and premium payments. The regulation allows these individuals to reenroll in the FEHB Program during the Open Season, or immediately if they are involuntarily disenrolled from the TRICARE program.

Q. Why would an FEHB annuitant or former spouse want to suspend his or her FEHB enrollment to use the new TRICARE-For-Life benefits?

A. The new TRICARE-For-Life benefits are a very attractive coverage alternative for FEHB annuitants and former spouses who qualify because they do not have to pay a premium for this comprehensive coverage. The new benefits cover Medicare's coinsurance and deductibles and prescription drugs very much like an FEHB plan, without the 25 to 28 percent enrollee premium contribution required under the FEHB Program. Now eligible annuitants and former spouses can suspend their FEHB coverage and premiums while continuing to get comprehensive medical, hospital, surgical, and pharmaceutical coverage under the TRICARE program.

Q. How can annuitants or former spouses suspend FEHB coverage to use TRICARE?

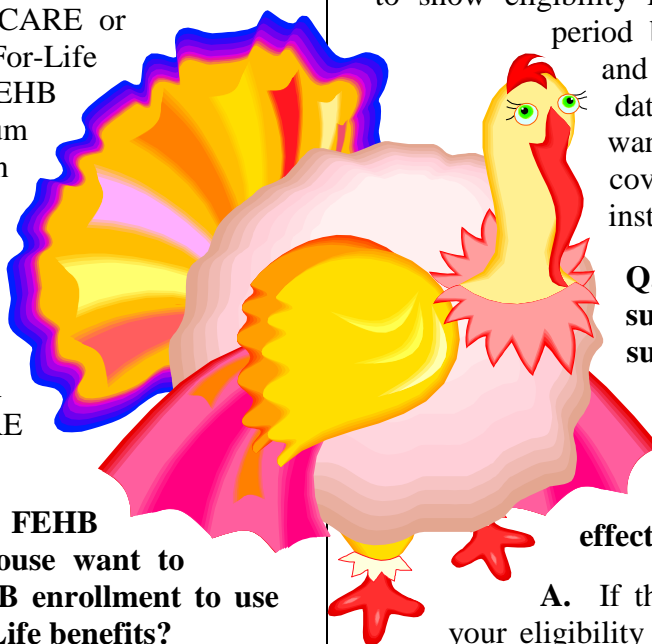
A. They can apply to suspend their coverage at any time. Annuitants can call OPM's Retirement Information Office at 1-888-767-6738 to obtain a suspension form. Callers within the local Washington, DC calling area must call 202-606-0500. Former spouses can get the form from the employing office or retirement system maintaining their enrollment. Eligible individuals must submit a completed suspension form and provide all necessary documentation to show eligibility for TRICARE during the period beginning 31 days before and ending 31 days after the date they designate as wanting to suspend FEHB coverage to use TRICARE instead of FEHB coverage.

Q. After I complete my suspension form and submit all necessary documentation showing my eligibility for TRICARE, when will my suspension become effective?

A. If the documentation showing your eligibility for TRICARE is received within the period beginning 31 days before and ending 31 days after the date you designate as the day you want to suspend FEHB coverage to use TRICARE, the suspension will become effective at the end of the day before the day you designated. Otherwise, the suspension will be effective at the end of the month in which we receive your documentation.

Q. I'm eligible to enroll in TRICARE's Uniformed Services Family Health Plan. Can I suspend my FEHB coverage to use this program?

A. Yes, if you are eligible for this TRICARE program, you can suspend your FEHB coverage.



Q. After I suspend my FEHB coverage to use TRICARE instead, when can I reenroll in the FEHB Program?

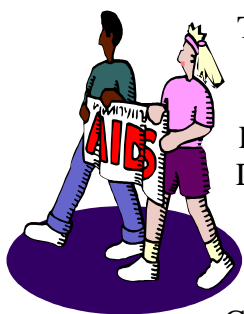
A. You can reenroll in the FEHB Program for any reason during the next Open Season. If you are involuntarily disenrolled from the TRICARE program, you will be eligible to immediately reenroll in the FEHB Program. Your request to reenroll must be received within the period beginning 31 days before and ending 60 days after your TRICARE coverage ends. Otherwise, you must wait until Open Season.

Q. Where can individuals go for more information about the TRICARE-For-Life program?

A. Information about the new TRICARE-For-Life program can be obtained by calling 1-888-DOD LIFE (1-888-363-5433) or by going to the TRICARE web site at <http://www.tricare.osd.mil>.

**DID YOU
KNOW**

**JRTC AND FORT POLK,
LEESVILLE AND DERIDDER TO
OBSERVE WORLD AIDS DAY**



The fourteenth annual World AIDS Day will be observed around the world and in JRTC/Fort Polk, Leesville and DeRidder on December 1, 2001. Locally the events for World Aids Day will take place on 30 November 2001, 1000-1400 at Bayne-Jones Army Community Hospital, with HIV/AIDS

awareness ribbons, information and literature tables on the First and Second floors. HIV and AIDS prevention information tables will be setup at the Post Exchange on December 7th and 14th from 1000-1400. A World AIDS Day Display will be seen at the Fort Polk Library during the month of December and the Third Annual Candlelight Remembrance will be on Saturday December 1, 2001 at 7 PM at the First

Christian Church, 4th and Mechanic. Leesville, La. as coordinated by the Vernon Parish taskforce.

World AIDS Day aims to increase awareness of HIV/AIDS globally and in the US. This year's World AIDS Day theme is "I Care...Do You? Youth and AIDS in the 21st Century". A focus on youth is vital, because half of the people newly infected with HIV in the US are under the age of 25. This year's theme encourages all young people to become more aware of the risks of HIV/AIDS for themselves, their partners, and their children. Empowering young people to use their influence on their families, friends, and communities taps a powerful force in helping to stem the tide of the HIV/AIDS pandemic.

Because of the magnitude of the pandemic, the US has declared AIDS a national security threat. As of 2000, 36.1 million men, women, and children worldwide are estimated to be living with HIV/AIDS, and 21.8 million have died from AIDS. Approximately 1 in every 100 adults worldwide is infected with HIV. In the US alone, 800,000-900,000 people are now living with HIV or AIDS. Here in Louisiana, according to the Louisiana Department of Health and Hospitals HIV/AIDS Line, as of August 13, 2001, 20,818 people have been diagnosed and reported with HIV/AIDS, 7,699 of which have died.

World AIDS day will link communities throughout the United States in a unified observance when the White House dims its lights on the evening of December 1. This visual demonstration will signify the commitment to fight the AIDS global epidemic and give tribute to people living with HIV/AIDS and to those who have died from AIDS. We are asking every one here in Louisiana to dim their lights at 7 PM on December 1.

One hundred and ninety-one countries around the world are observing this Day to draw attention to the AIDS pandemic. In the United States, World AIDS Day is coordinated by the American Association for World Health, in conjunction with the Joint United Nations

Programmed on HIV/AIDS (UNAIDS), the Pan American Health Organization, and the US Department of Health and Human Services.

For additional information on these World AIDS Activities, contact Charlotte Mitchell at 531-7961.



PROCLAMATION



WORLD AIDS DAY 1 DECEMBER 2001



WHEREAS the global epidemic of HIV infection and AIDS require a worldwide effort to increase communication, education and united action to stop the spread of HIV/AIDS; and,

WHEREAS the Joint United Nations Program on HIV/AIDS (UNAIDS) observes December 1 of each year as World AIDS Day, a day to expand and strengthen the worldwide effort to stop the spread of HIV/AIDS; and,

WHEREAS UNAIDS estimates that 36 million people worldwide are currently living with HIV/AIDS, with young people under the age of 25 accounting for more than half of all new infections; and,

WHEREAS the American Association for World Health is encouraging a better understanding of the challenge of HIV/AIDS nationally as it recognizes that the number of people diagnosed with HIV and AIDS in the United States continues to increase, with up to 900,000 people in the U.S. now infected; and,

WHEREAS World AIDS Day provides an opportunity to focus local, national and international attention on HIV infection and AIDS, and to disseminate information on how to prevent the spread of HIV; and

WHEREAS, an estimated 900,000 people in the United States are currently living with HIV/AIDS, and half of all new HIV infections are among young Americans under the age of

25, the World AIDS Day 2001 theme, "I Care...Do You? Youth and AIDS in the 21st Century," urges all youth and those who influence them to increase their awareness of the risk of HIV/AIDS for themselves, and to use their influence in their families, among their friends and in their communities to help stem the tide of the HIV/AIDS epidemic.

NOW, THEREFORE, BE IT PROCLAIMED that I do hereby declare December 1, 2001 as World AIDS Day at the Joint Readiness Training Center and Fort Polk, and urge all citizens to take part in activities and observances designed to increase awareness and understanding of HIV/AIDS as a global challenge, to take part in HIV/AIDS prevention activities and programs, and to join the global effort to prevent the further spread of HIV/AIDS.

This Proclamation has been signed by:

Maj. Gen. Charles H. Swannack Jr,
CG, JRTC/Fort Polk

The Honorable Jim Shapkoff Jr,
Mayor of Leesville, La.

The Honorable Gerald Johnson,
Mayor of DeRidder, La.

Proclaiming Saturday December 1, 2001 as
World AIDS Day.



CIVILIAN LEAVE AND EARNING STATEMENT (LES) INFORMATION

To better serve the needs of our customers, DFAS has recently added a detailed explanation of the Civilian Leave and Earning Statement (LES) www.dfas.mil/money/civpay/les.htm along with an example of the LES form to its web site. This is yet another example of how DFAS is working to provide our customers with useful and timely information.



TSP RATES OF RETURN

Rates of Return were updated on Nov 2, 2001.

	<u>G Fund</u>	<u>F Fund</u>	<u>C Fund</u>	<u>S Fund</u>	<u>I Fund</u>
Oct 2001	0.41%	2.12%	1.85%	5.09%	2.47%
Last 12 Months*					
(9/1/2000 - 10/31/2001)	5.57%	14.70%	(24.90%)	(25.53%)	(25.29%)

The G, F, and C Fund returns for the last twelve months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month and assume earnings are compounded on a monthly basis. The S and I Funds were implemented in May 2001, so the twelve-month returns reflect the performance of the S and I Funds for May 2001 and the related Barclay's funds in which they are invested for the previous 11 months. Percentages in () are negative.



The JRTC & FP is a continuous learning organization. To facilitate our learning experience, the commander has approved the establishment of an individual learning account (ILA) for employees to become a whiz in technology. Over 200 employees have established their account. What about you? Have you established your ILA? Why not do so today and join those employees seeking to become the most highly trained on the planet. How? Just contact your supervisor and follow the instructions in civilian personnel number 11-01, and you are on your way. Catch the movement and do it today.

The Army CBT website is (finally) now back in business. Please note that you will now access it via the SmartForce corporate page. Current (and new) users must also register with Army Knowledge Online (AKO).

NOTE: Access into the website has drastically changed. We will try to simplify your entry steps.

USERS WHO ALREADY HAVE AN ESTABLISHED AKO ACCOUNT WILL ACCESS THE SYSTEM AS FOLLOWS:

- LOG IN TO www.us.army.mil
- Enter your user name and password
- Click on LOGIN

You will get the army knowledge online portal page in the army wide announcements you will see the following:

STATE OF THE ART CBT AVAILABLE FOR FREE TO ARMY WORKFORCE

- Click on more information

This is the screen you will get:

Welcome to the NEW Army CBT Training System Welcome to E-Learning!

We are pleased to announce that the United States Army E-Learning partnership license with SmartForce has been extended. It will continue with significant enhancements, capabilities and added features. At no cost to the individual, their organization, all active duty soldiers, and members of the National Guard or Reserve as well as all Department of the Army civilian employees. They are authorized to access over 1,500 Information Technology, Business Skills, and Interpersonal Skills courses from any location, around the clock (24/7). Please follow the steps below for access to the New Army E-Learning/Web Based training:

Step 1. Log onto:

<http://www.smartforce.com/corporate>

Step 2. Log into the SmartForce site using Login ID of: **selfreg@us.army.mil**

Step 3. Enter the logon password: **army** and select LOG IN

Step 4. Fill out the student profile form

- First Name
- Last Name

- c. AKO email address (no other address will be accepted at this time)
- d. Select a new logon password of your choice. For security reasons, this password should be different than your AKO password.

Step 5. Select Save (this will send a request for system access to the Army CB)

After completion of the above steps you will get the following message:

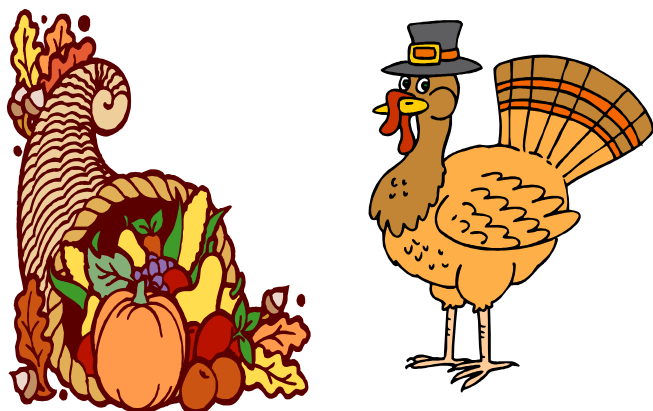
Your request has been successfully submitted. you will receive approval via email to enter the site once your request has been processed.

Follow the email instructions.



**USERS WHO ARE REGISTERED IN
ARMYCBT, BUT HAVE TO ESTABLISH
THE AKO ACCOUNT**

1. Obtain an Army Knowledge Online email address/account, (go to www.us.army.mil to establish your account)
2. Go to www.armycbt.army.mil/armycbt/default.htm and enter with your ID and password
3. Select the button to modify your registration information and update your email address to match your AKO email address (x.x@us.army.mil)
4. Read the instructions for accessing the new e-Learning system and follow the link to www.smartforce.com/corporate



**MEDICAL
SENSE**

“TIPS TO HELP YOU QUIT”

Tobacco use is the most serious risk factor for heart disease, stroke and lung and other cancers, yet it is totally controllable. Simple, right? Wrong. If anyone ever told you that quitting smoking or chewing was easy, don't believe it. It's not easy, but it is worth it. Fortunately, when you understand why it's hard to quit, you can begin to develop ways to make quitting easier and help you stay off tobacco for life.



Understand Withdrawal

Tobacco is addictive, both physically and psychologically and when you quit, you will go through withdrawal. You may experience mood swings, lightheadedness, fatigue, or restlessness, among other symptoms. These physical symptoms last for approximately one week. Knowing what to expect beforehand and understanding that your symptoms will get better in just a few days can help you get through nicotine withdrawal.

Prepare Substitutes

Chewing or Smoking is as much a behavior as it is an addiction. Get ready to substitute other behaviors when you quit: brush your teeth, chew sugarless gum to keep your mouth satisfied, keep your hands busy – take up a hobby like craft making or model-building during leisure times or fiddle with a paperclip, worry beads, a straw or pencil when you're at work.

Seek Support

It always helps to have other people's support for any behavior change. Tell your family, friends, and co-workers that you're quitting. Ask for their encouragement – particularly while you're going through nicotine withdrawal and may be a bit on edge. You might also

encourage someone else to try to quit with you and offer each other support.

Keep Busy

Keep your mind busy by planning your entire day. Change your routine so you can avoid the habit. For instance, don't linger over that last cup of coffee in the morning while reading the paper, or sit at the table for a long time after you have finished dinner **Go** for a walk, play with the kids, or get involved in some other activity. **Don't** sit in your smoking chair while watching TV.

Reward Yourself



We all enjoy a pat on the back for a job well done. Quitting smoking or chewing whether it is for a day, month, year, or lifetime deserves the same recognition.

Rewards are powerful tools toward maintaining a tobacco free lifestyle. The key is to make them readily available and specific. For example: listening to your favorite music, sleeping in, and buying yourself something special, picking up a new hobby or resuming an old one. It doesn't have to cost a lot and is only limited by your imagination.

If you're thinking about quitting but just hadn't made a final decision when to stop, why not make your quit day a day to remember. You'll have many others joining you and supporting your decision. If you've made the decision to quit but need help in doing so you may contact the Health Promotion Program at 531-3567, 3255 or 3801 to be scheduled for the tobacco cessation program.

Patricia Taylor, RN
Health Promotion Program
Bayne-Jones Army Community Hospital

LEAVE DONOR PROGRAM

FORT POLK LEAVE DONOR PROGRAM



Would you like to assist a co-worker who is in need of annual leave? Then consider donating annual leave to employees enrolled in the Voluntary Leave Transfer Program. To donate leave, submit a "Request to Donate Annual Leave to Leave Recipient", OF 630-A to the CPAC, at bldg. 413.

Who is in need:

Karen Redden	MEDDAC
Edward Cook	MEDDAC



ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. romerok@polk-emh2.army.mil
2. Call 531-1848

Suggestions will be reviewed and addressed if at all possible.

//ORIGINAL SIGNED//
DONALD R. MALLET
Director, Civilian Personnel
Advisory Center

